

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **DL10868001**

2. Reason for Submission: ☒ New ☐ Other

3. Service: ☒ Regular ☐ Temporary

4. Employing Office Location: **ORLANDO, FL**

5. Duty Station: **Orlando, FL**

6. OPM Certification No.

7. Fair Labor Standards Act: ☒ Exempt ☐ Nonexempt

8. Financial Statements Required: ☐ Executive Personnel ☒ Financial Disclosure ☐ Employment and Compensation Statement

9. Subject to IA Action: ☒ Yes ☐ No

10. Position Status: ☒ Composite ☐ Excludes (Specify in Remarks)

11. Position is: ☒ Supervisory ☐ Managerial ☐ Neither

12. Sensitivity: ☐ Non-Sensitive ☐ Sensitive ☐ Critical

13. Composite Level Code: **1163**

14. Agency Use

15. Classification/Grade by: **Official Title of Position** **Pay Plan** **Occupational Code** **Grade** **Initials** **Date**

a. U.S. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review **ACQUISITION PROGRAM SPECIALIST** **GS** **0301** **11** **JMS** **04-26-**

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (different from official title)

17. Name of Employee (if vacant)

18. Department, Agency, or Establishment: **DEPARTMENT OF THE ARMY**

a. First Subdivision: **US ARMY MATERIEL COMMAND**

b. Second Subdivision: **STRICOM**

c. Third Subdivision: **PM DIS**

d. Fourth Subdivision: **PM CAAN** **(DC)**

e. Fifth Subdivision

Signature of Employee (optional)

Employee Review—This is an accurate statement of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes for appointment and payment of public funds, and that false or misstatements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: **JAN S. DRABCUK, LTC, AV, PM CAAN**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **JAMES ETCHECHURY, COL, AR, PM DIS**

Signature: *[Signature]* Date: **10 APR 95**

Signature: *[Signature]* Date: **4/1**

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position: **USOPM PCS GS-301, 01/79; USOPM PCS GS-34 08/90; Admin Analysis Grade Evaluation G 08/90**

Typed Name and Title of Official Taking Action: **JAMES M. SKURKA, DEPUTY TO THE COMMANDER**

Information for Employees. The standards, and information on their use are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management on classification/job grading appeals, and complaints on exempt FLSA is available from the personnel office or the U.S. Office of Management.

Signature: *[Signature]* Date: **04-26-95**

23. Position Review

	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
a. Employee (optional)									
b. Supervisor									
Classifier									
Remarks	POSITION IS AT FULL PERFORMANCE LEVEL.								
BUS:7777									

INTRODUCTION

Position is located in the OFFICE of the Product Manager, For the Combined Arms Assessment Network (PM CAAN). Serves as Acquisition Program Specialist to the Project Directors in PM CAAN to assist with the management of assigned projects. These projects typically will have high level visibility and be the most difficult to manage. The projects employ technologically sophisticated devices which utilize complex computer simulations, involve advances in state-of-the art, and require expedited completion. Management responsibilities include planning, directing and controlling the design, development, fabrication, test and evaluation of major Army, other services and DoD level experiments. Incumbent must possess in-depth knowledge of all functional activities required for effective assistance of management of assigned projects.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assists Project Directors in developing a program plan based on a comprehensive analysis of the requirements. Participates in defining program requirements, translates requirements into discrete, attainable objectives, scheduled to coincide with the expected date of delivery. Prepares acquisition documents such as task packages, decision papers, status reports and briefing charts. Helps establish and maintain processes and procedures to facilitate program management and task accomplishment with a heavy emphasis on use of Command tailored automated applications to record, monitor and assess projects. Maintains various databases, spreadsheets and/or files. 50 %

2. Participates in planning, organizing, and coordination of the efforts of engineering, technical and support personnel of STRICOM, the Naval Air Warfare Center-Training Systems Division and contractors so that the proposed experiments are consistent with cost, schedule and performance requirements. Interfaces with matrix team usually consisting of an engineer, financial manager, contract negotiator, and other support personnel as required. Assists Project Directors in organizing and scheduling concurrent activities by team members, defining the standards for quality and timeliness and assessing results in terms of schedule, cost and risk involved. Through daily contact with team members and analysis of periodic reports, ascertains the status of projects, difficulties encountered, etc. 30 %

3. Assists Project Directors in scheduling and conducting reviews to evaluate progress and technical adequacy, assure understanding of the total requirements and established integrity of the design of experiments. 10 %

4. Assists Project Directors in planning in In-Process Reviews (IPRs) with representatives from DA, other services and/or DoD, to evaluate the effectiveness, and suitability of the experiments. Keeps informed on all aspects of assigned programs in order to assist PDs in conducting briefings and responding to inquiries. 10 %

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED

- Incumbent must possess a comprehensive knowledge of material acquisition.
- Incumbent must possess a medium degree of skill in program management to include program analytical and evaluative methods as applied to the planning and execution of all programs managed.
- Incumbent must possess a high degree of skill in problem identification and analysis techniques/reasoning as applied to the acquisition and development of programs.
- Incumbent must possess a high degree of skill in both oral and written communications.

FACTOR 2 - SUPERVISORY CONTROLS

General supervision is provided by PM and/or Deputy, PM CAAN, and Project Directors who (1) assigns acquisition programs, identifying goals to be achieved; and (2) relies on incumbent to plan, forecast, schedule and execute the actions necessary to achieve program objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integrating and control of all essential program elements consistent with the acquisition plan. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations and adequacy of the end product.

FACTOR 3 - GUIDELINES

Guidelines consist of policies/regulations pertaining to the management of research, development and acquisition of major Army items. Employee exercises judgement and discretion in interpreting and revising existing policy; develops guidance for use by others within or outside the agency as pertains to RDTE/Procurement Program Management and Materiel Acquisition activities.

FACTOR 4 - COMPLEXITY

The assignment is characterized by assisting Project Directors within PM CAAN who have highly technical development projects, some costing in excess of \$20 million RDTE and \$20 million procurement. Since many projects have OSD interest, program management is often raised to the same level. The incumbent assists the PDS in leading acquisition teams comprised of technical disciplines and develops training systems of high dollar value and congressional interest.

FACTOR 5 - SCOPE AND EFFECT

The employee serves an assistant to Project Directors who have complete responsibility for the acquisition of Major Army Training Systems. The systems will have a significant effect on readiness of both the active and reserve components as well as enhancing the synthetic battlefield which is employed in combat and materiel development and testing.

FACTOR 6 - PERSONAL CONTACTS

Regular and recurring contacts include officials within DA/DoD and contractors in moderately unstructured settings.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purpose of justifying recommendations affecting planning and execution of Distributed Interactive Simulations programs and influencing officials to accept/implement same.

FACTOR 8 - PHYSICAL DEMANDS

Work is primary sedentary.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office setting.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# N1 199-2001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."